



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 1601.2L

30

27 AUG 1998

NAS LEMOORE INSTRUCTION 1601.2L

From: Commanding Officer, Naval Air Station, Lemoore

Subj: DUTIES, RESPONSIBILITIES, AND AUTHORITY OF THE NAVAL AIR
STATION LEMOORE OPERATIONS DUTY OFFICER (ODO)

Ref: (a) OPNAVINST 3710.7R
(b) COMSTRKFIGHTWINGPACINST 3710.9B
(c) NASLEMINST 3710.1L
(d) SECNAVINST 3770.1C
(e) NASLEMINST 4061.16H
(f) NAVSEAINST 8025.1C
(g) NASLEMINST 5890.1D
(h) NASLEMINST 5530.1A

Encl: (1) Duties, Responsibilities, and Authority of Naval Air
Station Lemoore Operations Duty Officer
(2) Standing Instructions for the Operations Duty Officer
(3) Operations Duty Officer Syllabus
(4) Operations Duty Officer Designation Letter
(5) Search and Rescue (SAR) Request Info Sheet

1. Purpose. To set forth the duties, responsibilities and authority of the Naval Air Station Lemoore Operations Duty Officer. It is not possible to provide specific instructions to cover every contingency; therefore, the ODO must exercise mature judgment and common sense in coping with unforeseen situations occurring during the watch.

2. Cancellation. NASLEMINST 1601.2K

3. Duties and Responsibilities. Per references (a), (b) and (c), the ODO is the direct representative of the Commanding Officer in matters pertaining to airfield operations. The ODO is responsible for the safe and efficient conduct of operations on and in the vicinity of Reeves Airfield. The ODO shall be under the direct supervision of the Air Operations Officer and responsible for the efficient and orderly performance of the duties set forth in enclosure (1). The ODO shall follow the guidelines of enclosure (2) in the performance of his duties.

4. Maintenance of Instruction. The Air Operations Officer is responsible for the periodic review and current status of this instruction.

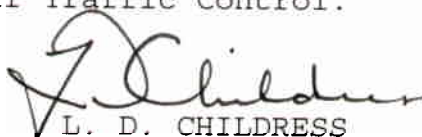
5. ODO Watchstanders. ODO watchstanders shall complete the ODO Training Syllabus, enclosure (3) and stand a minimum of two full

27 AUG 1998

watches under instruction prior to being assigned the watch. ODO watchstanders shall be formally designated utilizing enclosure (4). All requests that impact assigned watches shall be routed to the Air Operations Department ODO Watchbill Coordinator.

6. ODO Watchbill Coordinator. Shall assign only qualified personnel to the watch and schedule newly reported personnel for ODO indoctrination watches. Shall ensure all ODO watchstanders have a confidential clearance prior to assignment to a watch. The following month's watchbill assignments will be submitted to the Administrative Division by the 15th day of the preceding month. The ODO Watchbill Coordinator shall be exempt from duty watches outside his normal rate.

7. Forms. The Military Flight Plan (DD-175) is available through the Navy Supply system. The Civil Aircraft Landing Permit (DD-2401) and Hold Harmless Agreement (DD-2402) can be obtained from COMNAVFACENGCOM (Code 241JB). Copies can also be obtained from the ODO or Air Traffic Control.



L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2V)
Lists B & E

27 AUG 1998

DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE NAS LEMOORE
OPERATIONS DUTY OFFICER

1. Flight Clearance of Aircraft. The ODO shall be particularly attentive to the following requirements and procedures.

a. All pilots of naval aircraft shall receive flight clearance from appropriate authority prior to take-off. As provided in references (a), (b) and (c), basic authority and responsibility for clearance of aircraft flights from NAS Lemoore is vested in the following:

(1) Commanding Officer, Naval Air Station, Lemoore.

(2) Commander, Strike Fighter Wing, U.S. Pacific Fleet, for Fleet aircraft under his/her cognizance based at NAS Lemoore.

(3) The pilot in command of a naval aircraft or formation leader is authorized to approve the flight plan for his/her proposed flight or modification thereof.

b. Delegation of Authority. The Commander, Strike Fighter Wing, U.S. Pacific Fleet, delegates authority for clearance of training flights to Commanding Officers of Lemoore based Strike Fighter Wing units subject to the following:

(1) Criteria set forth by reference (b) has been met.

(2) Operational Clearance. If weather conditions are below Instrument Flight Rules (IFR) landing minimums or forecast to go below IFR landing minimums, clearance authority of Strike Fighter Wing aircraft rests with the Commanding Officer of the pilot requesting clearance.

c. The procedures prescribed in Chapter 4 of reference (a) and the following shall apply:

(1) The Military Flight Plan (DD-175) requires the pilot to accomplish flight planning, NOTAM, and weather briefing. The pilot in command may sign as flight clearance approving authority and will retain the carbon copy of the flight plan. Each flight plan shall indicate the bureau number of each aircraft and the number/type aircraft in the flight. The radio voice call sign will follow current FAA and Navy instructions. The "Pilot in Command" of each flight must be clearly indicated, and the only person authorized to sign the flight plan.

(2) Pilots of locally based fleet squadrons may obtain weather and NOTAM briefings off the Internet (www.notams.jcs.mil), by

27 AUG 1998

telephone or in person using the procedures contained in reference (c). The pilot in command then retains a copy of the DD-175 and delivers the original to the NAS Lemoore Flight Planning Office (FPO). The DD-175 must be delivered to the FPO at least 30 minutes prior to estimated time of departure to allow time to process the flight plan and to obtain clearance.

2. Procedures for Emergencies. The ODO shall be advised of all aircraft emergency situations occurring at or near NAS Lemoore. Due to the nature of his/her duties, he is not expected to proceed to the scene. During normal working hours, the Air Operations Officer, Air Traffic Control Facility Officer (ATCFO) or a designated representative shall act as coordinator at the scene of an actual accident. The ODO shall be responsible for notifying all personnel concerned, coordinating efforts, keeping the Air Operations Officer, Executive Officer, Commanding Officer, and CDO advised of all significant developments. Reference (c) should be consulted on matters related to aircraft accidents, search and rescue, and aircraft recovery.

3. Communications. All Joint Operational Support Aircraft Center (JOSAC) messages will be checked against the NAS Flight Schedule and if any modifications are apparent, the pilot in command will be notified as soon as possible. The ODO will indicate any action taken on his/her copy of the message and file as appropriate. Should a situation arise requiring message reply during non-working hours with which the ODO is not familiar, he/she shall immediately attempt to contact the Air Operations Officer, ATCFO or a designated representative for assistance. In the event these officers are not available within a reasonable period of time, the ODO shall contact the CDO for guidance.

a. Shipboard Departure. All departures from NAS Lemoore for termination aboard ships shall be filed on a Military Flight Plan (DD-175) or approved by daily flight schedule (see reference (b)). The FPO will relay the message through Fleet Area Control Surveillance Facility (FACSFAC) San Diego via the DIALABS System (primary), DSN (secondary) or commercial telephone line. Flight dispatch personnel may be used to assist in this evolution as they are the first to be notified of departure times and are able to pass and receive messages to FACSFAC (3 ltr ID NOR) via DIALABS System.

b. Ship Arrivals. Immediately after a ship launched flight arrives at Lemoore, the FPO shall notify the ship utilizing the DIALABS System or by telephone. The message format shall be as follows:

- (1) Bureau number of flight leader or radio call sign
- (2) Number of aircraft in flight and model of aircraft

27 AUG 1998

(3) Actual Time of Arrival (ATA)

c. Flight Following

(1) Flights following procedures involving flights filed on a DD-175 or as a cross-country are contained in reference (c). In general, flight following responsibility rest with the Flight Service Station (FSS) and/or air route destination airport. Such inbound aircraft are considered overdue when 30 minutes past the Estimated Time of Arrival (ETA).

(2) Flight following procedures involving aircraft filed as local flights Visual Flight Rules (VFR) or IFR are the responsibility of the aircraft's squadron. Current status of such flights is maintained by the Squadron Duty Officer (SDO). These flights are considered overdue when the aircraft has not arrived within 30 minutes after its ETA. The SDO shall notify the Operations Duty Officer as soon as an aircraft becomes overdue.

(3) The ODO shall initiate action using current directives in attempting to locate overdue aircraft. Prior to instituting any emergency procedures, he shall ensure that every reasonable means has been taken to prevent a false alarm. Such means include, but are not limited to, checking with the Tower and Radar Air Traffic Control Facility (RATCF), ensuring flight dispatch records are correct, and requesting a ramp check from the applicable squadron.

(4) In the event an aircraft departs NAS Lemoore, as described in paragraph 3a above, and no arrival report is received within one hour after the estimated time of arrival (based on his/her actual time of departure) or at estimated fuel exhaustion, whichever is earlier, a check shall be initiated via (1) telephone or (2) Immediate precedence naval message to determine the whereabouts of the aircraft. Should the results of this check prove negative and the aircraft remains unaccounted for, for an additional hour (two hours after ETA), or at fuel exhaustion, whichever is earlier, pass to Rancho Murietta Flight Service all the pertinent information and request they issue an ALNOT (Alert Notice). If the results of the ALNOT are negative or an additional hour elapses or fuel exhaustion occurs, whichever is earlier, check with Rancho Murietta Flight Service to ensure that Air Force Rescue Coordination Center (AFRCC), Langley AFB, Virginia has been alerted.

(5) Care must be exercised after the Federal Aviation Administration (FAA) and/or AFRCC Langley AFB have been alerted to ensure that these agencies are kept informed of any additional information gained relative to the unreported aircraft.

27 AUG 1998

d. JOSAC Requests. Upon receipt of message/telephone requests for JOSAC tasking, the ODO shall notify all appropriate personnel including the Air Operations Officer or designated representative, duty C-12 crew, AGES/ACCI duty mechanic and Transient Line. Flights to be added to the Station Flight Schedule shall only be approved by the Air Operations Officer, a designated representative or higher authority in the chain of command. Since the AGES/ACCI mechanic is responsible for all maintenance conducted on the Station C-12s, keep him informed on all tasking of JOSAC flights.

4. Supervision of Watches. As the senior watch within the Air Operations Department, the ODO is responsible for the direct supervision of the below listed subordinate watches. In the event a situation arises which cannot be resolved through direct liaison with the appropriate watch supervisor or division officer, the ODO shall refer the matter to the Air Operations Officer or designated representative. Matters of a routine nature, such as suggested improvements in operating procedures, shall be submitted to the Air Operations Officer in memorandum form.

a. ATC Facility Watch Supervisor (ATCFWS). Any situation which requires action within the realm of Air Traffic Control (ATC) shall be brought to the attention of the ATCFWS immediately. The ODO must keep in mind that the facility watch supervisor is the final authority for applying separation criteria in the control of air traffic. Advice or instructions may be issued to the air traffic controller, but his/her responsibility for the control of air traffic shall not be interfered with nor abridged. The Operations Duty Officer is responsible for providing the control tower and radar room with current information regarding field conditions listed below and other information as appropriate:

(1) Construction work on or immediately adjacent to the operating area.

(2) Rough portions on the movement area.

(3) Irregular operation of part or the entire field lighting systems and arresting gear.

(4) Aircraft parked on the movement area.

(5) Failure of or changes to operating conditions of landing aids or communication equipment.

b. Field Support Supervisor. Arresting gear, optical landing system and salvage team.

27 AUG 1998

c. Fire Chief. Crash Fire protection, Structural Fire protection and Fire Prevention Services.

d. Ground Electronics Watch Section Leader. Electronic equipment status, trouble shooting and repair of system malfunctions.

5. Weather Conditions. The ODO is responsible for setting the appropriate VMC/IMC weather conditions at the field and ensuring that unusual weather information is disseminated to tenant activities. Consideration must be given to forecast as well as existing weather. Although weather criteria may prohibit an aircraft from commencing an instrument approach, the pilot may not be denied permission to do so based on weather alone. Lemoore Approach Control will provide pilots with the reported weather when the field is below minimums. The pilot then has the responsibility to determine if he will execute an approach. Air Traffic Control will submit a written report to the Air Operations Officer on each occasion that an aircraft executes an instrument approach when the weather is below either published or aircraft type minimums.

6. When Lemoore is designated as a BINGO Field. NAS Lemoore may be designated as a primary or alternate BINGO Field. BINGO Field designation is the responsibility of the Commanding Officer of the ship concerned. NAS Lemoore hourly and special weather observations are relayed to operating ships by Naval Oceanography Center, Pearl Harbor, Hawaii. If a ship fails to copy NAS Lemoore weather, the ODO will be notified and the weather will be sent via rapid means (telephone through FACSFAC or naval message). Of particular note and importance to the ODO is the requirement for keeping carriers advised of any facility status that would affect Lemoore as a BINGO Field (i.e., NAVAID status, runway and arresting gear conditions, etc.). This information shall be sent to the ship via telephone through FACSFAC or by naval message.

7. ODO Place of Duty. The Operations Duty Officer stands his/her watch in the Operations Building, Flight Planning area and shall keep the flight clearance watch personnel advised of his/her whereabouts when absent from the ODO's desk. The ODO may eat at the Operations Galley when relieved by the oncoming ODO or a qualified watchstander. The ODO will not secure until after field closure.

8. Relieving the Watch. The permanent ODO watch is 0730-1600 Monday through Friday. Assigned ODO watchstanders assume the duty from 1600 until field closure. Saturday and Sunday are 8 hour watches. Prior to relieving the watch, the oncoming ODO

27 AUG 1998

will review the Pass Down Log (PDL). ODOs will relieve 15 minutes prior to the commencement of their watch. In the event the permanent ODO is unable to stand the watch, the individual assigned the watch shall be called in.

9. Operations Duty Officer Log. Although the ODO log is not an official record of Station activities, the ODO is responsible for keeping it complete, accurate and clear. All significant occurrences and events relative to air operations shall be entered. All important equipment and facility outages shall be logged. Visiting officials need not be logged. Detailed instructions concerning the ODO Log Book are contained in the ODO PDL.

a. Log Entries. The following items are considered proper subjects for log entries. Entry of other items will be dictated by the ODO's judgment.

- (1) Change of runways
- (2) Closing and opening of runways
- (3) Commencement and securing of Field Carrier Landing Practices (FCLP)
- (4) NOTAMS concerning NAS Lemoore field conditions, navigational or approach aids.
- (5) Local wind advisories, storm and gale warnings
- (6) Aircraft emergencies and accidents involving Lemoore based aircraft and/or any aircraft which may be under the control of the tower or radar (logged in red).
- (7) Aircraft ~~emergencies~~ and ~~accidents~~ in which NAS Lemoore is involved either as an information or action agency (logged in red).
- (8) Ground accidents occurring on the airfield proper (logged in red).
- (9) Civilian aircraft landings (not having prior authorization/landing permit).
- (10) Electrical power failures requiring use of auxiliary or emergency power sources.
- (11) Sonic booms/noise complaints (see additional log book in ODO's desk for specifics).
- (12) All watch relief's

27 AUG 1998

- (13) Runway inspections
- (14) Key inventories (see key log)
- (15) MEDEVAC/SAR Requests
- (16) Any other unusual events.

10. Use of NAS Lemoore Facilities by Civil Aircraft

a. Civil Aircraft Landing Permit. Reference (d) contains all procedures, rules and regulations pertaining to use of Naval Air Stations by civilian aircraft.

b. Aircraft that land at NAS Lemoore without a Civil Aircraft Landing Permit shall be handled as follows:

(1) The control tower shall direct the aircraft to the Transient Line for parking. In the event radio contact cannot be established, a follow-me vehicle shall be dispatched from the Transient Line to escort the aircraft. The tower supervisor shall notify the ODO and the transient line as soon as possible and direct the transient line to escort the pilot and any passengers to the ODO.

(2) The ODO shall notify the CDO and Air Operations Officer of the landing and the location of the aircraft. The CDO will determine if a search of the aircraft by Security Department is warranted or a SITREP is required.

(3) The ODO shall have the pilot complete an application for a Civil Aircraft Landing Permit (DD-2401), a Hold Harmless Agreement (DD-2402), and complete narrative report of the circumstances pertaining to the landing emergency and submit all paperwork to the ATCFO. No civil landing permit will be authorized by other than the Air Operations Officer or higher authority.

(4) Sufficient fuel to allow the aircraft to continue on its course to the nearest civil field may be obtained from the NAS Lemoore Aero Club.

(5) Emergency repairs of civil aircraft shall be per paragraph 6i of reference (d).

(6) Sale of services and supplies shall follow paragraph 14 of reference (d).

27 AUG 1998

STANDING INSTRUCTIONS
FOR THE OPERATIONS DUTY OFFICER

1. Handling of Search and Rescue (SAR)/Medical Evacuation (MEDEVAC) Request

a. Aircraft Crash. The primary purpose of the NAS Lemoore SAR Team is to provide search and rescue in the event of a crash of a Navy aircraft. In the event of a crash or emergency, the ODO is responsible for coordinating the launch of the NAS SAR helicopter after receiving authorization from the chain of command. Normally the ODO will notify the Air Operations Officer or his/her designated representative.

b. Civilian SAR Request. NAS Lemoore is a party to NWP 37B (National Search and Rescue Manual) which allows, if aircraft/crew assets are available and the primary mission of the command will not be degraded, NAS Lemoore helicopters to participate in missions which are approved by the Commanding Officer, Executive Officer, Air Operations Officer or Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) Duty Officer, in that order. The SAR Mission Commander (SMC) will coordinate for approval to launch the helicopter. Though SAR missions in the mountains after dark or during bad weather are not normally flown, the actual determination to launch will be made by the chain of command. The SAR binder in the ODO's desk contains all pertinent information regarding SAR procedures. The ODO is the initial point of contact for all military/civilian SAR or MEDEVAC requests. The normal sequence of SAR procedures follows:

(1) Alert phase - upon receiving a SAR request, fill out a SAR Request Info Sheet, enclosure 5, and immediately contact the duty SMC listed on the daily flight schedule. The SMC will determine if an immediate recall of the SAR crew is warranted. If you are unable to contact the SMC directly, utilize the pager recall. The SMC will obtain any additional information required. The SMC will be responsible for keeping the ODO informed during the initial planning stages of the mission.

(2) Recall Phase - The pager system is used to alert the duty crew for immediate response requirements at any time. The crew will immediately call the ODO. If any crewmember fails to respond to the pager within five minutes, the ODO should attempt contact by phone. If contact cannot be made with missing crewmembers, replacements may be selected at the discretion of the SMC from the SAR recall list. The SMC should be notified

27 AUG 1998

immediately of any recall problems. In most instances the ODO shall activate the pager system ONLY after receiving special mission instructions from the SMC.

NOTE: This is not to preclude the ODO from activating the pager system immediately should he/she feel circumstances dictate an immediate response. Time may be critical.

(3) Notify Meteorology and request a weather briefing for the flight.

(4) Approval Phase - After the Commanding Officer, Executive Officer, Air Operations Officer or the COMNAVAIRPAC Duty Officer, in that order, has approved the request, the SMC will pass the approval to the ODO. After the alert, recall and approval phases have been completed and mission is airborne, the ODO will contact the CDO and the Command Public Affairs Officer and provide information regarding the nature of the request. Both will be notified of mission completion. Additionally, AFRCC Langley AFB will be notified of mission launch and completion.

NOTE: Approval to authorize a mission for a civilian SAR may be granted ONLY by the Commanding Officer, Executive Officer, Air Operations Officer or the COMNAVAIRPAC Duty Officer. Pending this approval the SMC may approve launch of the mission helicopter and duty SAR crew. SMC will not effect mission SAR until the above Chain of Command (CO, XO, AO, COMNAVAIRPAC Duty Officer) grants approval.

(5) Maintain a log of check-in times and other pertinent data.

NOTE 1. For most SAR evolutions AFRCC Langley AFB will be the coordinating activity; the Helicopter Aircraft Commander (HAC) will assume ON-SCENE-COMMANDER responsibility when on the scene and control the SAR per NWP 37B. The ODO is tasked with briefing necessary personnel, assisting the HAC as directed, receiving and relaying communications as necessary and providing liaison with all tenant activities, Security, OOD and all requesting or controlling agencies (Langley AFB, Sheriff's Department or National Parks Service). If the operational control of a SAR mission which involves more than just NAS Lemoore assets is delegated to NAS Lemoore, a SAR Mission Coordinator (SARMC) will be assigned. The ODO will be the SARMC when qualified. When the ODO is not SARMC qualified, the SARMC will be the senior helicopter pilot on board and will be designated by the Air

27 AUG 1998

Operations Officer. When the mission is closed, the pilot shall debrief the ODO concerning details of the mission. The ODO shall pass to Langley AFB the number of sorties flown and actual air time involved. The pilot shall also debrief the authorizing officer (Commanding Officer, Executive Officer, Air Operations Officer or COMNAVAIRPAC Duty Officer).

NOTE 2. Whenever the command has only one helicopter in an "up" status and a SAR mission is approved, the ODO must contact NAS Fallon or NAWS China Lake and request them as our backup. When neither is available, use the ODO contact listing to obtain a backup unit. Brief them on the mission and notify them when the mission is complete.

NOTE 3. When required, fuel is available at Fresno Airport by calling the Air National Guard at DSN 949-9155.

c. Military MEDEVAC Flights. All MEDEVAC flights originating at NAS Lemoore are arranged by the Naval Hospital. When a MEDEVAC request is received, the ODO shall obtain as much information as possible then contact the Air Operations Officer. The Commanding Officer, Executive Officer, Air Operations Officer or the CDO, in that order, may approve the flight on a case by case basis. The ODO shall notify the aircrew (helo or C-12) when directed by the Air Operations Officer. Once a departure time has been set, the ODO shall notify the Air Terminal, Crash/Fire and maintenance personnel (if the aircraft is a C-12). At the ODO's discretion, the Facility Watch Supervisor of either the off-going evening watch or the oncoming day watch shall be called and given the field opening time. The Naval Hospital will arrange for patient pick up and delivery.

NOTE 1. Most MEDEVAC flights are to Travis AFB. Occasionally a patient will need to be taken to a decompression chamber by the fastest available means. The closest decompression chambers are at Monterey and Travis AFB. The ODO will verify airfield hours per current IFR Supplement before recommending a field of choice. Oakland and Los Angeles Centers will work aircraft into their respective airports (Monterey and Travis AFB), but services are limited. Since weather can be a major factor at either field, the ODO shall obtain a weather forecast prior to calling the Air Operations Officer. If the weather is bad at either field it may be faster to transport the patient via ambulance.

d. Requests for NAS Lemoore helicopter assistance from state or local police or sheriff authorities will be decided on a case by case basis and will be authorized as in paragraph 1b above.

27 AUG 1998

2. Key Inventory. The ODO maintains a key locker containing pass keys to most Air Operations spaces in Building 001 and a master list of all Air Operations keys containing key location/subcustodian. Upon assuming the duty, the oncoming ODO shall conduct a sight inventory of the key box. A log entry will be made to the effect that all keys are present or log the key number of those missing. Keys shall be logged in/out when requested by authorized individuals. The ODO will maintain a list of authorized key users as approved by the Air Operations Officer.

3. Very Important Persons (VIPs). Station pilots assigned to pick up VIPs will be instructed to be on time and give all priorities to the VIP portion of the flight. The ODO shall ensure that VIPs arriving or departing by air are treated with the proper respect and courtesies due their code/position. The following procedures shall apply:

a. VIPs are considered to be Code 7 or above or important civilians.

b. Upon receiving information that a VIP is inbound to NAS Lemoore, the ODO shall notify designated persons per the following procedures and pass as much information concerning the VIP as is available (i.e., name, organization, etc.).

(1) During normal working hours (0800-1630): Notify the Air Operations Officer, Commanding Officer/Executive Officer, CDO and the OOD.

(2) Outside normal working hours: Notify the CDO, or OOD. The CDO will notify the Commanding Officer and Executive Officer and meet the VIP aircraft. If the CDO is not available, the ODO shall meet the VIP.

c. Normally, the activity or person visited by a VIP will accompany him to the aircraft or make other arrangements for his departure through the CDO or Commanding Officer. The ODO should ascertain departure plans so that flight line crews may be notified. Notify the OOD of the VIP departure time. If the arriving VIP is of a flag rank, the ODO shall notify the OOD at ext. 3300 to raise the flag mainside.

4. Duty Flight Surgeon. Normally available at the Operations Area Dispensary or at Naval Hospital Lemoore after 1630, weekends and holidays. If needed, call via the yellow crash phone.

27 AUG 1998

5. Status of Lemoore Aircraft. To determine the maintenance status of Station aircraft, call Operations Maintenance Division, ext. 1570/1571.
6. Meals for Transient Flight Crews. The Main and Branch Enlisted Dining facilities are available to transient flight crews during published operating hours. Flight lunches will be dispensed per reference (e).
7. Runway Inspection. Field Support is responsible for inspection of runways and operating areas at 0700, 1200, and 1630 daily. If traffic conditions will not permit the clearance of the inspector on the duty runway within a reasonable time, the Control Tower will suspend traffic to allow the inspection. A written report of all inspections shall be made to the ODO and the information logged. Runway sweeping is the responsibility of Field Support.
8. Civilian Flight Violations. Civil flight violations shall be made the subject of an ATC Incident Report. The Air Operations Officer based on the ATC Officer's report, if appropriate will accomplish formal reporting. The ODO will log the incident. If the actions of the violator are such as to endanger life and property, refer the matter to the ATCFWS.
9. Explosive Accident. An explosive accident is defined as an accidental explosion, fire involving explosives, or an inadvertent actuation, jettison, release or launching of explosives (includes miniature bombs with signal charge). Full instructions are contained in reference (f). A message report is required as soon as possible but within 24 hours. The Weapons Department will submit the report. The ODO shall notify Air Operations Officer, CDO and OOD of such incidents.
10. Sonic Boom Information. If the ODO receives a complaint of a sonic boom from an individual, he shall take the following action, and record it in the Sonic Boom Log Book.
 - a. Request caller's name, address, and telephone number.
 - b. Determine location and time of alleged damage.
 - c. Ascertain nature and extent of alleged damage.
 - d. Ascertain aircraft type, identification, if any.

27 AUG 1988

e. If there is a claim for damage involved, transfer the call to the Legal Officer after the above information has been received. In no case will the ODO state that the sonic boom was caused by an aircraft or any particular service or that a claim will be paid. All information shall be included in a memorandum to the ATC Officer who will initiate any required action the next working day. Complete procedures are contained in reference (h).

11. FCLP Schedule. FCLP scheduling is the responsibility of COMSTRKFIGHTWINGPAC Operations. Requests for changes subsequent to the promulgation of the schedule should be referred to COMSTRKFIGHTWINGPAC Operations (x1034). After COMSTRKFIGHTWINGPAC approval, the FPO will then notify the AO, ATCFWS, Aircraft Services, Ground Electronics, Field Support, Fire Station (OPS), Flight Dispatch and any additional personnel deemed necessary.

12. Station Aircraft Flight Following. The ODO is the principle point of contact for flight following whenever station helicopters or C-12's operate on events listed on the Station daily flight schedule. Radio contact via base operations radio or crash net will be maintained at 30-minute time intervals. An aircraft is considered overdue 30 minutes past scheduled check-in time and procedures outlined in paragraph 3c of enclosure (1) shall apply.

13. Fueling of Passenger Aircraft. NAVAIR 00-80T-109 authorizes the Commanding Officer to grant permission for fueling of passenger aircraft while passengers remain on board. Only in the case of MEDEVAC flights will these procedures be authorized under the following conditions: all ambulatory patients will depart the aircraft, the aircraft attendant shall observe the fueling operation while remaining on board and a fire fighting vehicle will standby during the fueling operation.

14. Prior Permission Required (PPR). As of 29 October 1985, NAS Lemoore is permanent PPR. If transient line services are required, all aircraft locally based must obtain a PPR number. Weather diverts, safety of flight problems and transient aircraft hosted by a local squadron are exempt from PPR. Aircraft Services shall receive a copy of approved PPR's from the ODO prior to 0800 each day.

15. Emergency Locator Transmitter (ELT). When the ODO is notified of an existing ELT signal on either 243.0MHZ or 121.5MHZ, the Ground Electronics Trouble Desk shall be informed. They will research and provide an approximate location of the signal. The ODO shall then initiate appropriate action (call

27 AUG 1998

squadrons or transient line, etc.). If the location is not on the Air Station, ATC will coordinate to determine if any overdue aircraft are reported or if any further actions are required.

16. Crash Response Vehicles. In order to support flight operations, a minimum of two major ARFF vehicles in service are required to remain within an "In Category" status. If less than two major ARFF vehicles are in service, the Airfield Status is classified as "Out of Category" and the ODO after consulting with the Commanding Officer shall direct closure of the Airfield. The Airfield shall remain closed until the Commanding Officer authorizes flight operations within an "Out of Category" status. If an "Out of Category" status is maintained for a continuous period which becomes greater than 96 hours, the command shall notify the Type Commander, Major Claimant, NAVAIR (PMA-251), cognizant area Fire Marshal and Transportation Equipment Management Center (TEMC) per NAVAIR 00-80R-14. Operations of heavy aircraft such as C-5s or 747s should be curtailed to the extent possible when there are less than three major ARFF vehicles in service. The Fire Chief shall notify the Air Operations Officer and the ODO anytime there is less than three major ARFF vehicles in service.

17. Duty Forecaster. A duty forecaster is on duty 24 hours a day.

18. Emergency Communications Vehicle. There are two radio equipped emergency communication vehicles available. The primary use vehicle is located at Field Support and the secondary vehicle is located at the ODO desk. Prior to releasing the Mobile Radio Communications vehicle to Public Works for maintenance, ensure Ground Electronics has an alternate communication device and vehicle available for emergencies.

19. Civilian Visitors to the Landing Signal Officer (LSO) Platform. Civilian visitors are not allowed on the LSO Platform without permission of the Air Operations Officer, a designated representative or the ODO. If the ODO approves a request, Field Support will be notified and coordinate transportation.

20. Practice Approaches by Non-Government Aircraft. All Non-Government aircraft must obtain approval from the Operations Duty Officer to conduct practice approaches at NAS Lemoore.

21. Monthly Generator Checks. All emergency generators are routinely checked on the first Monday of each month. If the first Monday is a holiday, the check will be conducted on the

27 AUG 1998

next Monday. The emergency generator crew will report to Ground Electronics Trouble Desk at 0430 and will follow this schedule:

0430-0600	Receiver and Transmitter Site
0600	Building 001
0710	TACAN
0820	FPN 63/32L
0930	Approach Lighting Vault
1040	FPN 63/32R

Since a power surge can adversely effect Ground Electronics equipment, GEMD must be informed prior to commencing any generator checks.

22. Temporary Obstructions. Public Works or Field Support will notify the ODO prior to placing any temporary obstructions on the airfield. The ODO shall notify appropriate personnel.

23. Defense/Threat Conditions. Detailed procedures for defense/threat conditions are contained in reference (h). The ODO shall maintain a list of personnel on duty in each division and a status of operations department vehicles, aircraft, airfield equipment, NAVAIDS and communications equipment. This information must be immediately available to the Air Operations Officer when he/she establishes the Command Post at Operations, and to the Operations Representative at the Commanding Officer's Command Post. GEMD will additionally provide two radio operators for the Command Post.

24. Physical Security. Operations Building physical security is the responsibility of the ODO. During THREATCON B, the ODO shall lock all other doors except the Quarterdeck and COMSTRKFIGHTWINGPAC entrances. COMSTRKFIGHTWINGPAC Duty Officer is responsible for the COMSTRKFIGHTWINGPAC entrances. When directed by the Operations Officer, a security watch shall be posted on the Quarterdeck. Either the security watch or the ODO shall check the identification of all personnel entering the building.

25. Aircraft Mishaps. Detailed Aircraft Mishap procedures for the ODO are contained in the Mishap Binder at the ODO Desk.

26. Duty Photographer. Fleet Imaging Facility Detachment maintains a duty photomate eight hours a day for emergencies such as aircraft accidents, etc. After normal working hours, call Security Dispatch at x4749 and have the duty photographer paged.

OPERATIONS DUTY OFFICER SYLLABUS

ODO-1 REQUIRED READING

1. Be familiar with and know the location of the following instructions/directives/manuals:

- a. NAS Lemoore instructions - located within the ODO required reading binder.
- b. NAS Lemoore Air Operations Manual (NASLEMINST 3710.1L)
- c. Special Incident Reporting (OPREP-3 Navy Blue)
(OPNAVINST 3100.6G)
- e. Navy Aviation Safety Program (OPNAVINST 3750.6Q)
- f. NATOPS General Flight and Operating Instructions
(OPNAVINST 3710.7R)

ODO-2 FLIGHT PLANNING PUBLICATION FOR FLIGHT PLANNING

1. Be familiar with the locations and contents.

- a. IFR Supplement USA
- b. Flight Information Hand Book
- c. High/Low Instrument Approach Procedure
- d. Flight Information Manual (FLIP)

ODO-3 CHAIN OF COMMAND

1. Know that the ODO is the direct representative of the Commanding Officer on matters pertaining to air operations and as such, shall be responsible for the safe and efficient conduct of operations on and in the vicinity of Naval Air Station, Lemoore, California.

2. Directly responsible to:

- a. Air Operations Officer
- b. As designated

DATE INITIALS

27 AUG 1998

3. Supervision of Watches within the Operations Department

- a. ATC Facility Watch Supervisor
- b. Field Support Supervisor
- c. GEMD Section Leader
- d. Fire Chief/Captain
- e. OMD

DATE INITIALS

4. Delegation of Authority

DATE INITIALS

5. Responsibility

DATE INITIALS

6. Department/Division (Function)

- a. ATC
- b. Field Support
- c. GEMD
- d. Crash/Fire
- e. OMD

DATE INITIALS

7. Tenant Commands within the Ops Building

- a. FLTIMGACENPAC (Photo)
- b. METOCDET (Weather)
- c. COMSTRKFIGHTWINGPAC (Ops)

DATE INITIALS

ODO-4 DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE AIR
OPERATIONS DUTY OFFICER

1. Delegation of Authority

DATE INITIALS

2. Operational Clearance

- a. Positive Control Concept (Navy)
- b. Flight Plans
 - (1) Stereos
 - (2) Pre-file
 - (3) DD-175
 - (4) Civil (FAA)

DATE INITIALS

27 AUG 1998

3. Approval

DATE _____ INITIALS _____

4. Shipboard Departure/Arrival Procedures

- a. Service (B)/DIALABS
- b. FACSAC
- c. Bingo/Divert Field
- d. Overhead Message
- e. Notification

DATE _____ INITIALS _____

5. Flight Following

- a. IFR/VFR
- b. Procedures
- c. ODO
- d. Responsibilities

DATE _____ INITIALS _____

6. Emergencies

- a. Notifications
- b. Primary and Secondary Crash Phones
- c. FM Net (Channel 6)
- d. Area of Responsibility

DATE _____ INITIALS _____

7. Messages

- a. Classification (Types)
- b. Action required

DATE _____ INITIALS _____

8. JOSAC Flight Request

- a. Be familiar with JOSAC procedures
- b. USTRANSCOM, Scott AFB, IL
- c. During normal working hours
- d. Air Ops Officer

DATE _____ INITIALS _____

9. After normal working hours/weekends

- a. Phone
- b. Flight requests
- c. New or Mod
- d. Cancellation
- e. Post

27 AUG 1998

- f. Action required
- g. Approval
- h. Alerting crew

DATE INITIALS

10. Medical Evacuation Flight

- a. Notification
- b. Approval
- c. Alerting crew (C-12/HH-1N)

DATE INITIALS

11. Key Inventory

- a. Log book

DATE INITIALS

12. FCLP Scheduling Procedures

- a. COMSTRKFIGHTWINGPAC
- b. Ops

DATE INITIALS

13. Complaints

- a. Noise
- b. Low Flying Aircraft
- c. Sonic Boom

DATE INITIALS

14. Station Aircraft Flight Following

- a. NAS Flight Schedule

DATE INITIALS

15. ODO Place of Duty

DATE INITIALS

16. Bingo/Divert Field

- a. Designated (who)
- b. Responsibility
- c. Requirement

DATE INITIALS

17. ODO Log Book

- a. Entries
- b. Emergencies

DATE INITIALS

27 AUG 1998

18. Relieving of the Watch

DATE _____ INITIALS _____

19. Use of Lemoore Facilities by Civil Aircraft

- a. Facility License
- b. Forms (Folder)

DATE _____ INITIALS _____

20. Emergency Landing (Civil Aircraft)

- a. Action Required
- b. Notification (who)

DATE _____ INITIALS _____

21. Emergency Communication Vehicle (MRC)

- a. Purpose
- b. GEMD
- c. Releasing authority

DATE _____ INITIALS _____

22. Emergency Locator Transmitter (ELT)

- a. Frequencies
- b. Locating on/off Station
- c. ODO's Responsibility

DATE _____ INITIALS _____

23. Aircraft Fueling

- a. Transient (Military)
- b. Hot/Cold
- c. Civilian (Emergency)
- d. Flying Club
- e. MEDEVAC C9

DATE _____ INITIALS _____

24. PPR (Prior Permission Required)

- a. Purpose
- b. Coordination

DATE _____ INITIALS _____

25. Civilian (Guest) Visitors LSO Platform

- a. Approval (ODO)

27 AUG 1998

- b. Notification (Field Support)
- c. Transportation
- d. Privately Owned Vehicles

DATE INITIALS

26. Inflight Mess/Box Lunches

- a. Responsible

DATE INITIALS

27. Field Weather Minimums

- a. VMC
- b. IMC
- c. Below field mins
- d. Prevailing visibilities
- e. RVR

DATE INITIALS

28. Crash Recovery/Salvage Recall

- a. Field Support
- b. Recall
- c. Pager

DATE INITIALS

29. Runway Direction Change

- a. Who
- b. ODO Action

DATE INITIALS

30. Squadrons Flight Schedule

- a. Check (on arrival)
- b. Events (for)
- c. Early opening/late closure
- d. Action

DATE INITIALS

31. Early Opening/Late Field Closure

- a. Request (info)
- b. Arrival (who)
- c. Action
- d. Notification (who)

DATE INITIALS

27 AUG 1998

ODO-5 COMMUNICATION PROCEDURES

1. Communication Equipment

- a. FM Net
- b. Channels

DATE _____ INITIALS _____

2. Base Ops Radio

- a. Frequency
- b. Purpose

DATE _____ INITIALS _____

3. Land Lines (hot)

- a. Tower/Radar (Green Phone)

DATE _____ INITIALS _____

4. Pager System

- a. Telephone

DATE _____ INITIALS _____

ODO-6 WEATHER

1. Storm Conditions (NASLEMINST 3145.1)

- a. Responsibility
- b. Air Ops Officer
- c. Operations Duty Officer

DATE _____ INITIALS _____

2. Types of Weather Warning

- a. Local Crosswind Advisory
- b. Local Wind Warning
- c. Gale Condition
- d. Storm Condition (Thunderstorm)

DATE _____ INITIALS _____

3. Readiness Conditions

- a. Thunderstorm Condition I
- b. Thunderstorm Condition II

DATE _____ INITIALS _____

27 AUG 1998

4. Notification/Modification/Cancellation

- a. Flying Club
- b. AIMD
- c. Air Ops Department/Divisions

DATE _____ INITIALS _____

ODO-7 NAS LEMOORE FLYING CLUB AIRCRAFT

1. NAS Lemoore Flying Club/Other Commands

- a. NAS Lemoore Flying Club
- b. Coordination
- c. Procedures
- d. Service
- e. Closed field VFR procedures

DATE _____ INITIALS _____

ODO-8 VERY IMPORTANT PERSONS (VIP's)

1. VIP Procedures

- a. Flight Advisory
- b. Other sources
- c. Arrival
- d. Departure

DATE _____ INITIALS _____

2. Notification Command

- a. Normal Working Hours
- b. Outside Normal Working Hours

DATE _____ INITIALS _____

3. Greeting

- a. Quarterdeck

DATE _____ INITIALS _____

4. Transportation

- a. CDO
- b. Unexpected Arrivals

DATE _____ INITIALS _____

5. Log Entry

DATE _____ INITIALS _____

27 AUG 1998

6. Flags

- a. Main Side

DATE INITIALS

ODO-9 SEARCH AND RESCUE

1. SAR Procedures

- a. Understand the concept and operations
b. Aircraft Status

DATE INITIALS

2. Flight Crew (SAR)

- a. Helicopter Aircraft Commander (HAC)
b. Helicopter Pilot (Co-pilot)
c. Crew Chief
d. 2nd Crewman
e. Corpsman

DATE INITIALS

3. Standby Crew

- a. If needed

DATE INITIALS

4. Alert Posture

- a. 30 Minutes
b. 1 hour

DATE INITIALS

5. Notification

- a. SMC/Ops Officer
b. Crew
c. AFRCC Langley AFB
d. Approval/Mission Number
e. CDO/PAO

DATE INITIALS

6. Coordination

- a. Mission Progress

DATE INITIALS

27 AUG 1998

7. Operating Restriction

- a. Weather
- b. Darkness

DATE INITIALS

8. Close Out

- a. Notification
- b. CDO
- c. PAO
- d. AFRCC Langley AFB

DATE INITIALS

ODO-10 MISHAP PLAN (AIRCRAFT INCIDENT) BINDER

1. Be thoroughly familiar with the pre-mishap/post-mishap plan and review its contents each time assuming the watch.

- a. Initial Information
- b. Worksheet

DATE INITIALS

2. Action

- a. Determine Severity
- b. Squadron Aircraft
- c. NAS Lemoore Aircraft
- d. Transient

DATE INITIALS

3. Disseminate

- a. Telephone Report (who)
- b. Message (who)
- c. OPREP 3 Pinnacle/Navy Blue (who)
- d. Recall
- e. Security
- f. Transportation
- g. Medical Care
- h. Salvage
- i. Amplifying Information
- j. Close-out

DATE INITIALS

27 AUG 1998

ODO-11 SPECIAL INCIDENT REPORT/OPREP-3 (NAVY BLUE) (OPNAVINST 3100.6)

1. Initial Report

- a. Voice (Telephone) (who)
- b. Time Frame (5 min.)
- c. Responsibility (who)

DATE _____ INITIALS _____

2. Voice Report (sent)

- a. Fleet Command Center (CINCPACFLT)

DATE _____ INITIALS _____

ODO-12 AIRFIELD SECURITY

1. Security (Ops)

- a. Strike Fighter Weapons School
- b. Intel-Center (SPINTCOM) (Bldg 004)
- c. IDS
- d. Tower/Radar
- e. GEMD

DATE _____ INITIALS _____

2. Anti-Hijacking Procedures

- a. Sources
- b. Notification
- c. Secondary Crash Phone
- d. Telephone
- e. After Normal Working Hours

DATE _____ INITIALS _____

3. Prevention

- a. Sources Available

DATE _____ INITIALS _____

ODO-13 SPECIAL EXERCISE

1. Special Exercise

- a. HERO Conditions (Ref)
- b. Notification
- c. Action

DATE _____ INITIALS _____

27 AUG 1998

2. Threat Condition (Measures)

- a. ALPHA
- b. BRAVO
- c. CHARLIE
- d. DELTA

DATE	INITIALS
------	----------

3. Physical Security (Bldg 001)

a. Responsibility

(1) Secure Doors

b. Identification check

DATE	INITIALS
------	----------

4. Command Post

DATE	INITIALS
------	----------

5. DEFCON

DATE	INITIALS
------	----------

6. Area Commander

DATE	INITIALS
------	----------

7. Action

DATE	INITIALS
------	----------

ODO-14 BOMB THREAT

1. Bomb Threat (ODO receives initial call)

- a. Sources
- b. Fill out forms
- c. Notification
- d. Secondary Crash Phone (Primary)
- e. Telephone

DATE	INITIALS
------	----------

2. Recall (if needed)

DATE	INITIALS
------	----------

3. Evacuation of Bldg 001

DATE	INITIALS
------	----------

27 AUG 1998

1601

30

From: Air Traffic Control Specialist (Station)

To: Air Operations Officer

Subj: ASSIGNMENT AS OPERATIONS DUTY OFFICER (ODO)

Ref: (a) NASLEMINST 1601.2L

1. Per reference (a), _____ has completed the Operations Duty Officer training syllabus and two indoctrination watches. Member is qualified and recommended for assignment as ODO.

(Authorized Signature)

FIRST ENDORSEMENT

From: Air Operations Officer

To: Commanding Officer

1. Assignment as ODO is/is not recommended.

(Authorized Signature)

From: Commanding Officer

To:

1. Having completed all training requirements, you are qualified to stand the ODO Watch. When assigned, you will carry out your duties per NASLEMINST 1601.2L. You are hereby delegated the authority to exercise your duties as my representative.

(Authorized Signature)

Copy to:

ODO Watchbill Coordinator

Service record

27 AUG 1998**SEARCH AND RESCUE (SAR) REQUEST INFO SHEET**

DATE _____ PHONE _____

CALLER'S NAME: _____ AGENCY: _____

TYPE ASSISTANCE REQUESTED: (CHECK ONE BELOW)

RESCUE: HOIST: SEARCH* MEDEVAC:

*SEARCH INFO REQUIRED:

1. LAST SEEN: _____

2. WHERE LAST SEEN: _____

3. DIRECTION OF TRAVEL: _____

4. COLOR OF CLOTHING: _____

5. SURVIVAL EQUIPMENT: _____

6. NO. OF DAYS OVERDUE: _____

7. OTHER UNITS INVOLVED: _____

8. PHYSICAL AND MENTAL CONDITION: _____

9. MEDICATION: _____

OTHER PERTINENT INFORMATION: _____

TYPE INJURIES: _____

RESCUEE'S NAME: _____ AGE: _____ MALE/FEMALE: _____

LOCATION: _____ GEOGRAPHICAL: _____ SAR MAP: _____

LATITUDE: _____ N; LONGITUDE: _____ W

TYPE OF TERRAIN: MTS ELEVATION STEEP LEDGE CREVICE

OBSTRUCTIONS: Y N LANDING AREA AVAILABLE Y N

WEATHER: CLOUD COVERAGE HIGH LOW OVERCAST

BROKEN PRECIPITATION

VISIBILITY High/Med/Low WINDS High/Med/Low

NASLEMINST 1601.2L

27 AUG 1998

ARE COMMERCIAL ASSETS AVAILABLE AND CAPABLE OF PROVIDING
ASSISTANCE SUCH AS GROUND PARTIES AND OTHER HELOS LIKE THE CHP'S
AND PARKS?

YES-WHO'S: _____ NO-WHY NOT? _____

THIS INFORMATION IS NECESSARY FOR GAINING APPROVAL

WHO WILL GUIDE HELO TO SCENE: (_____)
(PARK RANGER/SHERIFF DEPUTY) NAME

PICKUP POINT: (_____)
(GEOGRAPHICAL LOCATION)

RADIO FREQUENCY: (_____) CALL SIGN: (_____)
IF KNOWN IF KNOWN

OTHER PERTINENT INFORMATION: _____

LAUNCH AUTHORIZATION

COMMANDING OFFICER: YES NO

AFRCC (LANGLEY) (V574 8112) MISSION NUMBER: 8- _____

COORDINATOR: _____
(RANK/NAME)

MISSION EVOLUTION .. (PASS ALL TIMES IN ZULU TO AFRCC)

LAUNCH (NLC): _____ ON STATION: _____

EMBARK: _____ HOSPITAL: _____
(WHERE PATIENT DROPPED OFF)

DISEMBARK: _____ FINAL LANDING: _____

SAR MISSION CMDR: _____
(RANK/NAME)

ODO SIGNATURE